

**Council on Aging
Minutes of Meeting
Clark Room – Town Hall
November 20, 2012**

Liz Bishop, Chair, called the meeting to order at 10:35 AM. Board Members present: Liz Bishop, Abha Singhal, Elizabeth Acquaviva, Joanne Willens, Mary Daigle, Jean Sain, Lillian DeBenedictis, Liz Thibeault, Peggy Hilton. Board Members absent: Verna Gilbert, Tom Dunkers. Associate Members present: Phyllis Goff, Natalie Ives, Sandy McIlhenny. Associate Members absent: Jim Elgin. Staff Members Present: David Klein, Angela Smith, Debbie Farrell. Staff Members not present: Peter Cullinane

Secretary's Report - The Minutes of the October 16, 2012 and October 31, 2012 Board Meetings submitted by Elizabeth Acquaviva were accepted.

Director's Report - The October Report submitted by David Klein was accepted. The annual town-wide mailing of the newsletter was discussed. Volunteers may be needed to fold newsletters in which five will include a "golden ticket" and a trivia quiz which will hopefully entice non-seniors to read the newsletter to discover what the COA offers to seniors in town. The results of the various LATC meetings were discussed. Possible improvements to the shelter at the school were discussed. Next town emergency, the COA staff should keep a log of their time assisting residents in case federal aid is requested. The Board of Health's goal to form a dedicated Advisory Board for overseeing future shelters was discussed. The Advisory Board would need to go through Red Cross training.

Treasurer's Report - The Treasurer's Report for October submitted by Verna Gilbert was accepted. Abha Singhal offered to answer any questions in Verna's absence. Liz B. urged COA board members to attend the Board of Selectman meeting that evening.

Outreach Coordinator's Report - The October Report submitted by Angela Smith was accepted. Angela passed around the monthly coffee list to confirm it is correct. Angela has a volunteer who is making phone calls to seniors to try to fill some of the exercise classes so they may continue to be offered. Angela has completed a 49 page Resource Guide of services which will be published. Angela discussed the Neighbor Fund administered by the churches in town. Angela requested donation of items to be used for bingo prizes.

Social Worker's Report - The October report submitted by Peter Cullinane was accepted.

Transportation Coordinator's Report - The October report submitted by Debbie Farrell was accepted. The month was relatively slow. Both vans have been in the LRTA garage for repair this month.

Friends Update - Although Friends' Rep Alan Cameron was not present at the meeting he informed Abha via phone that fundraising starts December 1 and goes for about a month's time. David explained that during the Friends' Meeting he raised his concern that the \$500 revolving checking account was not enough when it may take almost three weeks to replenish the account. Therefore, FOCOA agreed to increase the amount to \$1,000 starting in January. Also, the library is looking for funds from the FOCOA and the COA to purchase a software program called Zinio instead of purchasing large-print books.

MMSS - Jean Sain reported that she attended the November meeting which was the annual meeting and new officers were introduced. Charlie Anderson is now the President. Jean briefly talked about the

ongoing programs and coordination with the medical care transitions, integrating aging and disability services of adults of all ages and prevention and wellness. The guest speaker was Rep. Jason Lewis of Stoneham/Winchester. He is the Vice Chair of the Joint Committee on Public Health. The focus of his talk was on Wellness and Prevention and the next phase of the Massachusetts Healthcare Bill which is Chapter 24. Jean has a copy of the reforms to the Massachusetts Healthcare Bill for review by any Board Members. The goal of the reform is to save \$200 Billion over the next 15 years and the different ways they plan to do it.

COA Day Trips - Joanne Willens reported that the lunch group switched from The Outback to April's European because Outback was not open at 11:30 am that day. She cancelled and rescheduled Merrimack Outlet trip. She has 10 people signed up for Grassfields. Joanne needs people to sign up now for May 17 trip to Gardner Museum so she can arrange transportation, a tour and book a restaurant.

Old/New Business:

MACOA Meeting - Liz Thibeault gave an overview of the meeting which she attended with Liz Bishop, Elizabeth Acquaviva, Mary Daigle and Joanne Willens. Emmett Schmarsow from the State Office of Elder Services covered a lot of information. He said that there are three attributes of our role on the COA Board: we need to be advocates, we need to be entrepreneurs and we need to be organizers. Liz T. indicated that it was a morning well-spent and recommended it to the rest of the Board.

FINCOM/BOS - David, Abha and Liz B. met with FinCom and tonight they meet with BOS to present an updated version of the long range budget planning with the focus being on the difference between FY13 and FY 14. The budget keeps operations level funded at \$20,700, as requested. However, there are increases in salaries due to grade changes and additional staff hours (part-time to full-time). These are preliminary meetings.

Steering Committee - Abha and Liz B. are part of the Steering Committee whereby an outside consultant looks at all town departments and suggests ways to improve. We received positive feedback on our website. A suggestion was made that we may want to merge with the Recreation Dept. but we provide a service to a totally different population of Carlisle and it would not make sense. The Recreation Dept. agreed. Also communicated to the consultant was our need for COA office space.

Bylaws – The upcoming amendment to the Bylaws was discussed.

Subcommittees – Liz B. indicated that she and Liz T. met to discuss Long Range Planning and that all subcommittees should be routinely meeting and then presenting findings to the Board.

Adjournment 11:20 AM

Next meeting date: December 18, 2012 TOWN HALL – CLARK ROOM at 10:35 AM.

Elizabeth Acquaviva
COA Board Secretary